



**Tennessee Department of Environment and Conservation**  
**TDEC Deputy Director for Operations**  
**Division of Water Resources**  
**Annual Salary Range: \$72,324 - \$130,188**

**About the Tennessee Department of Environment and Conservation (TDEC)**

The Department exists to enhance the quality of life for citizens of Tennessee and to be stewards of our natural environment by:

- Protecting and promoting human health and safety.
- Protecting and improving the quality of Tennessee's land, air, and water.
- Conserving and promoting natural, cultural and historic resources.
- Providing a variety of quality outdoor recreational experiences.

TDEC has approximately 2,900 employees working across Tennessee supported by a total budget of more than \$300 million with funding from fees for services, state parks revenue, federal sources, and the state general fund. TDEC is the chief environmental and natural resource regulatory agency in Tennessee with delegated responsibility from the U.S. EPA to regulate sources of air pollution, radiological health issues, solid and hazardous waste, underground storage tanks, water pollution, water supply, and groundwater pollution. TDEC has a central office in Nashville and eight (8) regional offices across the state serving as the primary point of contact for their respective regions.

**About the Division of Water Resources**

The Division of Water Resources (DWR) is responsible for managing, protecting and enhancing the quality of the state's water resources through voluntary, regulatory and educational programs. The Division provides regulatory oversight for public drinking water systems and supplies, issues permits for discharges, alterations and activities protective of Tennessee's water resources, monitors and models the health of Tennessee's water resources, and provides outreach and education in and about Tennessee's watersheds. Specific program areas include: drinking water, national pollutant discharge elimination system (NPDES) permitting, aquatic resource alteration permits (ARAP), state operating permits (SOP), subsurface sewage disposal (SSD) permits, watershed assessment and water quality monitoring, impaired waters 303 (d) listing / Total Maximum Daily Loads (TMDL) as well as water quality standards.

**Summary of Position**

This Executive Service position is located in Nashville, TN and will report to the Director of the Division of Water Resources. The selected candidate will be responsible for directing more than 35 employees in the operations branch of the Division, which includes the Fleming Training Center located in Murfreesboro, TN, the Tennessee State Revolving Fund program, technical services (budgeting, grants compliance, technology, and federal work plan coordination) and administration.

The operations branch supports all the work of the Division of Water Resources. This position works frequently with both internal and external customers, including DWR staff, other TDEC business units, state agencies; federal agencies (including the U.S. Environmental Protection Agency), legislators, the regulated community and members of the general public.

### **Principle Duties and Responsibilities**

- Provide managerial guidance of all administrative functions, including human resources: performance management of staff, staff evaluations, coordination of individual development plans, training, and oversight of general hiring processes
- Review of current operational functions to identify and improve inefficiencies in internal work systems
- Manage Division budget and compliance with federal grants
- Coordinate Division work plans and lead negotiations with EPA on work plan requirements necessary to receive federal funding
- Provide oversight of the Fleming Training Center to ensure excellence in water and wastewater operator training
- Oversee Tennessee's State Revolving Fund program
- Coordinate the Division's legislative analysis

### **Knowledge, Skills and Abilities**

The successful candidate for this position will have demonstrated experience and proficiency in the following skills:

- Is dedicated to meet the expectations and requirements of internal and external customers. Establishes and maintains effective relationships with customers and staff, and gains their trust and respect while demonstrating high integrity and good judgment.
- Keen ability to identify and improve inefficiencies in internal work systems. Competent navigating and improving complex work systems.
- Is future oriented; can create competitive and breakthrough strategies and plans anticipating future consequences and trends. Understands the need for innovation and opportunity for improvement.
- Demonstrates critical thinking through problem solving, independent judgment, and self-directed activities.
- Able to write clearly and succinctly in a variety of communication settings and styles getting information across with the desired effect.
- Is task oriented; able to break down work into the process steps; develops schedules and anticipates/adjusts for problems and roadblocks. Measures performance against goals and evaluates results.
- Able to handle complex concepts and ambiguity comfortably.

**Education and Experience:** Graduated from an accredited college or university with a degree in environmental science, physical science, ecology, sustainability, life sciences, environmental health,

engineering, law, public administration, business or acceptable related field and a minimum of five years of full-time professional experience.

All interested candidates should submit via email (**[TDEC.Careers@tn.gov](mailto:TDEC.Careers@tn.gov)**) resume and cover letter Beth Smith. The position will remain posted until July 1, 2016. Additional questions can be addressed to Beth Smith at [TDEC.Careers@tn.gov](mailto:TDEC.Careers@tn.gov).

**Beth Smith, Director, Office of Talent Management**

Tennessee Department of Environment and Conservation

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